

WWOA Chapter guidelines for articles in Wisconsin Woodlands

In order to aid the Chapters, the WWOA Board of Directors has designated several pages in *Wisconsin Woodlands* magazine for chapter reports. These reports are the responsibility of the Chapter Chair and should contain a summary of chapter events.

The reports should be typed double spaced and emailed to our editor, Barbara A. Schmitz at barbara.a.benish@gmail.com or the WWOA office at wwoa@uwsp.edu and labelled Chapter report.

The deadlines for submissions are:

- Spring issue: January 21
- Summer issue: April 22
- Fall issue: July 22
- Winter issue: October 21

The format should be Word or pdf.

WWOA understands that Chapter Chairs are not professional writer but that's ok. In writing an article about a chapter event, please consider the rule of journalism –“who, what, where and what was learned”. Consider what you think other WWOA members may appreciate by attending your event. Members really don't care what you ate but rather what was discussed. Try to keep your article to *½ page or about 500 words*.

Again, WWOA understands that you are probably not a professional photographer, so just keep in mind that we appreciate faces and names of the people in the photos. Action shots are always a plus. If you can, try to go into your camera settings and use the highest number for pixels (so the resolution will be sharp in the magazine).